

# Title 10 Reserve Mobilization

## Overview

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**Introduction** This section provides the procedures for completing Title 10 Reserve Mobilization Orders for Command Users, ISC (pf) and Servicing Personnel Offices (SPO). This guide is for Reservists recalled to active duty under Title 10 orders.

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**Reference** The following references provide additional information about reserve orders.

- (a) [Personnel Manual, COMDTINST M1000.6 \(series\)](#)
  - (b) [Reserve Policy Manual, M1001.28 \(series\)](#)
  - (c) [Pay Manual, COMDTINST M7220.29 \(series\)](#)
  - (d) [Personnel and Pay Procedures Manual, PSCINST M1000.2 \(series\), Chap 11](#)
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**Travel Order Numbers and Accounting Data** The system will generate TONOs and accounting data for Pay & Allowances and FICA for all reserve orders except ADSW-AC (which are funded by the unit). The system generated TONOs and accounting data will not be visible until the ISC (fot/pf) approves AND saves the orders. You cannot manually override or enter any accounting information unless the orders are ADSW-AC. Travel lines (document types 11 or 13) will not be generated by Direct-Access. You will need to issue an amendment to the orders (via memo or enter the accounting string in the orders notes section) to add a travel accounting line. The accounting information will have to be provided by the ISC using the process that was in place to generate accounting data prior to release 11.

# Title 10 Reserve Mobilization


## The Mobilization Process

**Introduction** This section provides an overview of the stages necessary to complete a mobilization order in Direct-Access.

The mobilization process depends on communication between several participants. This process is broken down into stages identifying what needs to be completed and who is responsible.

Stage	Who Does It	What Happens
1	Commandant	A Mobilization ALCOAST is issued.
2	District, ISC (pf) and Field Units	All players work together to identify reserve members for mobilization.
3	Member (CGSSMBR) or SPO (CGHRS/CGHRSUP) or ISC (pf) (CGRSVISC)	<a href="#">Home</a> > <a href="#">Self Service</a> > <a href="#">Employee</a> > <a href="#">Tasks</a> > <b>Self Service Reserve Orders</b> (reservist) Or <a href="#">Home</a> > <a href="#">Administer Workforce</a> > <a href="#">Track Global Assignments (GBL)</a> > <a href="#">Use</a> > <b>Reserve Orders</b> (all others)  Even though these orders might be involuntary, lodging preferences are best known and requested by the reservist. <ul style="list-style-type: none"><li>• Verify ASQ is updated.</li><li>• Verify Personal Information is current.</li><li>• Verify no other duty/drills are scheduled during timeframe desired.</li><li>• Complete the “Reserve Specific Info” tab.</li><li>• Complete the “Reserve Order” tab.</li><li>• Can click the “Email Printable Order” to print a copy of the “request”.</li><li>• Return to “Reserve Order” tab and press “Save” button.</li></ul>
4	SPO (CGHRS/CGHRSUP)	The SPO can click on the email link, worklist or navigate to <a href="#">Home</a> > <a href="#">Administer Workforce</a> > <a href="#">Track Global Assignments (GBL)</a> > <a href="#">Use</a> > <b>Reserve Orders</b> <ul style="list-style-type: none"><li>• Verify or enter all of the information in Stage 3.</li><li>• Correct/verify on the “Reserve Specific Info” tab the department funding the order (it defaults to the servicing ISC of the reservist’s current duty/drill site).</li></ul>
5	Servicing ISC (pf) (CGRSVISC)	The ISC can click on the email link, worklist or navigate to <a href="#">Home</a> > <a href="#">Administer Workforce</a> > <a href="#">Track Global Assignments (GBL)</a> > <a href="#">Use</a> > <b>Reserve Orders</b> <ul style="list-style-type: none"><li>• Verify or enter all of the information in Stage 3.</li></ul>  <b>Orders issued in conjunction with mobilization shall specifically state that the member is on active duty in support of a contingency operation.</b>

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6	Reservist	Reports for duty
7	SPO	<p>The Reserve Order is accessible from the airport terminal <a href="#">Home</a> &gt; <a href="#">Self Service</a> &gt; <a href="#">Self Service for Commands</a> &gt; <a href="#">Use</a> &gt; <b>Command Information</b> or can be accessed through the previous menu options.</p> <ul style="list-style-type: none"><li>Receives Reporting/Departing information from members mobilization Command and completes the “Record Arrive/Depart Info” tab for payment.<ul style="list-style-type: none"><li>Enters Actual Report an Depart dates</li><li>Completes the <b>Travel Report and Depart Dates Section</b></li></ul></li></ul> <p> Orders must appear in a “Ready” Status before Report/Depart endorsements can be made. If orders are not in a Ready Status contact ISC (pf)</p>


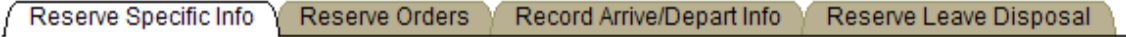
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# Title 10 Reserve Mobilization

## Creating The Order

**Introduction** This section provides the procedure for creating the mobilization order. The member, SPO or the ISC, can create the order.

**Procedure** Start Direct Access, sign-in and follow these steps to access Reserve Orders.

Step	Action
1	<p>Reserve Orders can be accessed several ways</p> <p><a href="#">Home</a> &gt; <a href="#">Self Service</a> &gt; <a href="#">Employee</a> &gt; <a href="#">Tasks</a> &gt; <b>Reserve Orders</b></p> <p> <b>View/Complete Order Info</b> Request, view, print, modify, approve an order.</p> <p>By selecting menu items in the following order, you can access a specific Employees Orders by entering an Employee ID. <a href="#">Home</a> &gt; <a href="#">Administer Workforce</a> &gt; <a href="#">Track Global Assignments (GBL)</a> &gt; <a href="#">Use</a> &gt; <b>Reserve Orders</b></p>
2	<p><b>Navigate to the Reserve Orders and Click the <a href="#">Add a New Value</a> link</b></p> <p>Enter the Emplid of the mobilized reservist in the <input type="text" value="EmplID:"/> field and click <input type="button" value="Add"/></p>
3	<p><b>Note:</b> Standard Direct Access users will only see the first two tabs below. ISC (pf) and SPOs will be able to view all the tabs. Only the first two tabs are required to complete the request for orders.</p> <p></p> <p>The four Tabs of the Reserve Orders are displayed after selecting an existing order or creating a new order:</p> <ul style="list-style-type: none"><li>• Tab 1 collects Reserve TONO &amp; Accounting data</li><li>• Tab 2 is the Reserve order request &amp; becomes the Reserve order when authorized by the ISC (pf)</li><li>• Tab 3 is for Endorsement &amp; Check-in/Checkout after the order has been authorized by ISC (PF)</li><li>• Tab 4 is for Processing Leave after completion of duty between 30 and 139 days in duration or for back-to-back long-term orders.</li></ul> <p>This guide will cover each tab in depth.</p>

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The initial view defaults to the **Reserve Specific Info** tab.

**Reserve Specific Info**

Type Of Duty:

Payment for Duty:

Payment for Travel:

Days of ADT-AT requirement satisfied by these orders:

Dept. benefiting from this duty:   HRSIC ISD PROCEDURES BR

Dept. funding this Order:   CG ISC ST LOUIS

LUFS Project Code/Number:

**Entitlements**

☒ Full

☐ Partial

**Type of Duty:** Select the drop down box and click **Invol Active Duty, Title 10**

**Payment for Duty:** Select the drop down box and click **Pay and Allowances**

**Payment for Travel:** Select the drop down box and click the type of travel claim (multiple is required if the member will be submitting monthly claims).

**Days of ADT-AT requirement satisfied by these orders:** Enter the number of days of ADT-AT you would like to waive for this Anniversary Year (**Maximum is 12, even if the orders span anniversary years**)

**Dept. benefiting from this duty:** This field defaults to the member's current reserve duty site. If the member is performing duty at other than the normal drilling unit you **MUST** enter the Duty Department ID. To look up the Dept ID click the  button.

**Dept. funding this order:** This field defaults to the member's current ISC. Enter the appropriate Department ID as directed by the mobilization ALCOAST.

**LUFS Project Code/Number:** Only visible to ISC (pf) personnel. Defaults to CGR1. Do not modify.

In the **Entitlements** check box select Full.

**Entitlements**

☒ Full

☐ Partial

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Click the **Reserve Orders** tab and the first section to complete is the **Basic Information** block.

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(cont)

Basic Information			
Purpose: <span style="border: 1px solid black; background-color: #800080; color: white; padding: 2px;"> </span>	Duty Payment: <span style="border: 1px solid black; padding: 2px;"> </span>	Travel Payment: <span style="border: 1px solid black; padding: 2px;"> </span>	
Order Begin Dt: <span style="border: 1px solid black; padding: 2px;"> </span>	Order End Dt: <span style="border: 1px solid black; padding: 2px;"> </span>	Sequence: 1473832	
Authority (REF): <span style="border: 1px solid black; padding: 2px;">CG PSC</span>	Authorizing Official (Name, Rate/Rank): <span style="border: 1px solid black; padding: 2px;"> </span>		
*Order Status: <span style="border: 1px solid black; padding: 2px;">Proposed</span>	Type of Duty: <span style="border: 1px solid black; padding: 2px;"> </span>		
<input type="checkbox"/> Govt Credit Card Holder	<input type="checkbox"/> Is Travel Authorized for These Orders?	<input type="checkbox"/> Contingency Operation	

▼

- Acquisition - General
- Aids to Nav Contingency
- Boating Safety Activity
- Boating Safety Contingency
- Civil Rights - General
- Command, Control & Comms
- Contingency Preparedness
- Defense Contingency
- Defense Operation
- Engineering & Logistics

▲

In the Purpose drop down box select the purpose that most closely represents the reason for the mobilization.

**Order Begin Dt:**  

Enter date the mobilization orders are effective. The effective start date will be indicated in the Mobilization ALCOAST. Any required travel time is also be included in this date.

**Order End Dt:**  

Enter the estimated order end date. Typically Title 10 orders are issued for 12 to 24 months.

**Authority REF:** Enter the Message Authority for Mobilization or other document directing the mobilization.

**Authorizing Official:** Enter the name, rate/rank of the person who is authorizing the orders, normally from the Order Issuing Authority.

**\*Order Status** will be grayed out and indicate "Proposed". Proposed indicates that the orders have not yet been approved nor assigned accounting data. **\*Order Status:** Proposed

Only ISC (pf) users have access to this field.

The only time you should change the Order Status is if the orders are cancelled. In that case change the status to "Cancel".

**Note:** Changing this field does not "Approve" the orders (see the instructions for the Route For Approval button)



As Title 10 orders are created and processed the status will change from Proposed, Ready, Enroute and Finished.

Proposed – Orders are in a request status.

Ready – Orders have been approved and assigned a TONO and Accounting Data.

Enroute – The Actual Reporting and Departing Dates have been completed.

Finish – Orders are complete. The RELAD document will trigger the termination of the Reserve Orders.

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<b>5</b> (cont)	<p><b>Type of Duty:</b> This field is pre-filled based on what was selected in the <b>Duty Type</b> field under the <b>Reserve Specific Info tab</b> (step 4 above).</p> <hr/> <p><b>Gov Credit Card Holder:</b> Check this check box if the member holds a government credit card.</p> <hr/> <p><b>Is Travel Authorized for These Orders?</b> Check this box if the member is authorized travel entitlements in order to report to the mobilization site. Not auth for local reservists. Commuting reservists are only authorized one round trip. See JFTR Chapter 4.</p> <div style="display: flex; align-items: center; margin-top: 10px;"> <p style="color: red;">Checking this box will activate additional travel entitlement fields that will be completed below.</p> </div> <hr/> <p>The <b>Contingency Operation</b> <input type="checkbox"/> <b>Contingency Operation</b> box may be checked for Title 10 orders. Once the box is checked the following fields will appear above it.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0; display: flex; align-items: center;"> <span style="margin-right: 20px;">Sequence: 1473832</span> <span style="color: purple; text-decoration: underline;">View Contingency Op</span> </div> <div style="border: 1px solid black; padding: 5px; margin: 5px 0; display: flex; align-items: center;"> <span style="margin-right: 10px;">Contingency Op ID:</span> <input style="width: 80px;" type="text"/> <input style="width: 20px; height: 20px; border: none; border: 1px solid black; cursor: pointer;" type="button" value="🔍"/> </div> <p>You could enter the Contingency Op ID if known or click the <b>View Contingency Op</b> link.</p> <div style="display: flex; align-items: center; margin-top: 10px;"> <p style="color: red;">The Contingency Operation is used when defined by the Orders Issuing Authority. For example, Title 10 authority will define the operation to assign orders in addition to which cost center to use in the accounting lines. COMDT (G-WTR) sets up each operation in the system.</p> </div>
<b>6</b>	<p>The <b>View Contingency Op</b> link will open up the below screen</p> <div style="border: 2px solid blue; padding: 10px; margin: 10px 0;"> <div style="display: flex; justify-content: space-between;"> <div> <p><b>*Operational ID:</b> <input style="width: 80px;" type="text"/> <input style="width: 20px; height: 20px; border: none; border: 1px solid black; cursor: pointer;" type="button" value="🔍"/></p> <p><b>Authority:</b></p> <p><b>Department:</b> <input style="width: 80px;" type="text" value="006526"/> <input style="width: 20px; height: 20px; border: none; border: 1px solid black; cursor: pointer;" type="button" value="🔍"/> PSC ISD PROCEDURES BR</p> <p><b>*Start Date:</b> <input style="width: 80px;" type="text" value="09/14/2001"/> <input style="width: 20px; height: 20px; border: none; border: 1px solid black; cursor: pointer;" type="button" value="📅"/> <b>End Date:</b> <input style="width: 80px;" type="text" value="09/13/2003"/> <input style="width: 20px; height: 20px; border: none; border: 1px solid black; cursor: pointer;" type="button" value="📅"/></p> <p><b>Reference/Authority:</b> <input style="width: 400px;" type="text"/></p> <p><b>Voluntary Activation</b> <input type="checkbox"/> <span style="float: right;"><b>Cancel</b> <input type="checkbox"/></span></p> </div> </div> </div> <hr/> <p><b>*Operational ID:</b> If you click the <input style="width: 20px; height: 20px; border: none; border: 1px solid black; cursor: pointer;" type="button" value="🔍"/> button it will reveal all of the current Contingency Operations</p> <hr/> <p><b>Authority:</b> Not used.</p> <hr/> <p><b>Department:</b> Enter the department ID of the unit where the member will perform the Title 10 duty. You may click the <input style="width: 20px; height: 20px; border: none; border: 1px solid black; cursor: pointer;" type="button" value="🔍"/> button to perform a search for department IDs.</p> <hr/> <p><b>*Start Date:</b> Auto-filled based on the Operational ID selected.</p> <hr/> <p><b>End Date:</b> Auto-filled based on the Operational ID selected.</p>

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<b>6</b> (cont)	<p><b>Reference/Authority:</b> Cite the U.S. Code that is referenced in the mobilization ALCOAST, e.g. 10 USC 12302 and Executive Order 13223.</p> <p><b>Voluntary Activation:</b> Select if the Title 10 mobilization is voluntary.</p> <p><b>Cancel:</b> Use this button to cancel any changes you have made to the current screen.</p> <p>When complete with the above fields click <span style="border: 1px solid black; padding: 2px 5px;">Apply</span>.</p> <p>After clicking Apply click <span style="border: 1px solid black; padding: 2px 5px;">OK</span>.</p>																		
<b>7</b>	<p>You are now back to the <span style="border: 1px solid black; padding: 2px 5px;">Reserve Orders</span> tab.</p> <p>Scroll down to the <b>Departing Location</b> box.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p><b>Departing Location</b></p> <p>Department: <input type="text" value="006526"/> <span style="border: 1px solid black; padding: 0 5px;">Q</span> <input type="text" value="CG PSC"/> City: <input type="text" value="TOPEKA"/> State: <input type="text" value="KS"/></p> </div> <p>The department defaults to the member's regularly assigned reserve duty station. If the departing location is different you may type in the Department ID if known or click the <span style="border: 1px solid black; padding: 0 5px;">Q</span> button to perform a search.</p> <p>The City and State fields will auto-fill based on the Department chosen.</p>																		
<b>8</b>	<p>Scroll down to the <b>Duty</b> section of the Reserve Orders.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p><b>Duty</b> <span style="float: right;"> &lt; 1 of 1 &gt; </span></p> <p><span style="border: 1px solid black; padding: 2px 5px;">Location</span> <span style="border: 1px solid black; padding: 2px 5px;">Per Diem</span> <span style="border: 1px solid black; padding: 2px 5px;">[...]</span></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Report Date</th><th>Depart Date</th><th>Department</th><th>Description</th><th>City</th><th>State</th><th>Country</th><th></th><th></th></tr> </thead> <tbody> <tr> <td><input type="text" value="08/01/2004"/> <span style="border: 1px solid black; padding: 0 5px;">B</span></td><td><input type="text" value="07/28/2005"/> <span style="border: 1px solid black; padding: 0 5px;">B</span></td><td><input type="text" value="000450"/> <span style="border: 1px solid black; padding: 0 5px;">Q</span></td><td><input type="text" value="CG PSC"/></td><td><input type="text" value="TOPEKA"/> <span style="border: 1px solid black; padding: 0 5px;">Q</span></td><td><input type="text" value="KS"/> <span style="border: 1px solid black; padding: 0 5px;">Q</span></td><td><input type="text" value="USA"/> <span style="border: 1px solid black; padding: 0 5px;">Q</span></td><td><span style="border: 1px solid black; padding: 2px 5px;">Add</span></td><td><span style="border: 1px solid black; padding: 2px 5px;">Delete</span></td></tr> </tbody> </table> </div> <p>The <b>Report and Depart dates</b> will auto-fill based on the dates entered in the <b>Basic Information Section</b> of the <b>Reserve Orders Tab</b> under step 5.</p> <p>These dates should not need to be modified.</p> <p>The <b>Department</b> will default to the member's regular reserve drilling site. Modify the Department to reflect the mobilization site the member will work at if different from the regular site.</p>	Report Date	Depart Date	Department	Description	City	State	Country			<input type="text" value="08/01/2004"/> <span style="border: 1px solid black; padding: 0 5px;">B</span>	<input type="text" value="07/28/2005"/> <span style="border: 1px solid black; padding: 0 5px;">B</span>	<input type="text" value="000450"/> <span style="border: 1px solid black; padding: 0 5px;">Q</span>	<input type="text" value="CG PSC"/>	<input type="text" value="TOPEKA"/> <span style="border: 1px solid black; padding: 0 5px;">Q</span>	<input type="text" value="KS"/> <span style="border: 1px solid black; padding: 0 5px;">Q</span>	<input type="text" value="USA"/> <span style="border: 1px solid black; padding: 0 5px;">Q</span>	<span style="border: 1px solid black; padding: 2px 5px;">Add</span>	<span style="border: 1px solid black; padding: 2px 5px;">Delete</span>
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<b>9</b>	<p>Click the <span style="border: 1px solid black; padding: 2px 5px;">Per Diem</span> tab if travel was authorized.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p><b>Duty</b> <span style="float: right;"> &lt; 1 of 1 &gt; </span></p> <p><span style="border: 1px solid black; padding: 2px 5px;">Location</span> <span style="border: 1px solid black; padding: 2px 5px;">Per Diem</span> <span style="border: 1px solid black; padding: 2px 5px;">[...]</span></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Nature Duty</th><th>Per Diem</th><th>Position Number</th><th>Cost SubTotal</th><th></th><th></th></tr> </thead> <tbody> <tr> <td>Duty</td><td><span style="border: 1px solid black; padding: 2px 5px;">Yes</span></td><td></td><td></td><td><span style="border: 1px solid black; padding: 2px 5px;">Add</span></td><td><span style="border: 1px solid black; padding: 2px 5px;">Delete</span></td></tr> </tbody> </table> </div>	Nature Duty	Per Diem	Position Number	Cost SubTotal			Duty	<span style="border: 1px solid black; padding: 2px 5px;">Yes</span>			<span style="border: 1px solid black; padding: 2px 5px;">Add</span>	<span style="border: 1px solid black; padding: 2px 5px;">Delete</span>						
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## Title 10 Reserve Mobilization

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Click the **Yes** button and the following Per Diem screen will pop up.

**Per Diem**

Current Messing Entitlement: [Dropdown]

Quarters: ☐ Government    Amount, If Any, \$: [Text]    ☐ Contracted

☐ Commercial

Messing: ☐ Commercial Rate(Full Locality Per Diem)

☐ Government Rate (Military Only)

☒ Mess is Directed for ALL three meals  
☐ Proportional Rate  
☐ Reduced Per Diem Amt of \$: [Text] IAW COMDT LTR of [Text]

☐ Reduced Rate(Civilian Only)CIV Reduced Per Diem Amt:

☐ No Per Diem Authorized (Civilians Only)

Lodging Rate: [Text]    Per Diem MI&E Rate: [Text]

[CONUS PER DIEM](#)    [OCONUS PER DIEM](#)

**Travel at Duty Site**

☐ Rental Car    ☐ Upgrade Authorization    Upgrade to: [Dropdown]

☐ Local Travel (icludes taxi, bus, metro & other public trans)

NOTE: ADD ANY DEVIATIONS TO THE NOTES SECTION OF THE ORDERS.

**Current Messing Entitlement:** This is the subsistence allowance the reservist receives at their regular mobilization site.

*For officers leave blank.*

ENL BAS minus Discount Meal  
 Enlisted BAS  
 Regular BAS

**Quarters:** Indicate the type of quarters the reservist will occupy at the mobilization site.

Quarters: ☐ Government    Amount, If Any, \$: [Text]    ☐ Contracted

☒ Commercial

**Lodging Rate**

☐ Standard

☐ Up to 150% (Actual)

☐ Up to 300% (Super Actual)

If selecting **Commercial** check the appropriate item in the **Lodging Rate** field.



Any rate other than **Standard** must be approved by the **Order Issuing Authority** and so noted on the orders.

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(cont)

**Messing:** is the entitlement the member will receive at the mobilization site. See Reference (C), section 3-A and 3-B concerning regulations.

**Messing:**

- ☒ **Commercial Rate(Full Locality Per Diem)**
- ☐ **Government Rate (Military Only)**
  - ☐ Mess is Directed for ALL three meals
  - ☐ Proportional Rate
  - ☐ Reduced Per Diem Amt of \$:  IAW COMDT LTR of
- ☐ **Reduced Rate(Civilian Only)CIV Reduced Per Diem Amt:**
- ☐ **No Per Diem Authorized (Civilians Only)**

**Lodging Rate:**  **Per Diem MI&E Rate:**

The **Lodging Rate:** and **Per Diem MI&E Rate:** must be manually completed.

Click the [CONUS PER DIEM](#) [OCONUS PER DIEM](#) links to retrieve lodging and per diem rates.

### Travel at Duty Site

**Travel at Duty Site**

☐ **Rental Car** ☐ **Upgrade Authorization** Upgrade to:

☐ **Local Travel (icludes taxi, bus, metro & other public trans)**

**Rental car and upgrade:** Select only if authorized by the order issuing authority.

**Local Travel:** Select only if authorized by the order issuing authority.

When complete click the  button.

**11**

Leave the **Authorized Delay Enroute** field blank.

**Authorized Delay Enroute** View All First 1 of 1 Last

Est Duty Begin Dt: Est Duty End Dt: 09/13/2003 Department: 006526

< 1 of 1 >

Begin Date	End Date	Description
1	<input type="text"/>	<input type="text"/>

Note: The Authorized Delay Enroute fields will be auto-filled at a later time based on information entered under the **Record Arrive/Depart Info** tab (step 23).

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Scroll down to the **Primary Mode of Travel** section if travel is authorized.

Select primary mode(s) of travel. When an item(s) is selected, an item in **Primary Mode of Transportation** must also be selected.

<b>Primary Mode of Travel</b> <input type="checkbox"/> Commercial Carrier (own expense subject to reimbursement) <input type="checkbox"/> Gov't Transportation Account (GTA) <input type="checkbox"/> Gov't Owned Conveyance <input type="checkbox"/> Privately Owned Conveyance (POC) <input checked="" type="radio"/> Gov't Advantageous <input type="radio"/> Not to exceed cost of GTR \$ <input type="text"/>	<b>Primary Mode of Transportation</b> <input type="radio"/> Air <input type="radio"/> Bus <input type="radio"/> Car <input type="radio"/> Motorcycle <input type="radio"/> Train <input type="radio"/> Vessel
<b>Remain Over Night (RON)</b> <input type="checkbox"/> Remain Over Night (RON)    # Days: <input type="text"/> RON Locality: <input type="text"/>	
<b>Medical Travel</b> <div style="border: 1px solid black; height: 40px;"></div>	

**Remain Over Night (RON):** This section is used for forced overnight when not previously authorized by the issuing authority.


**Medical Travel:** This section is not used for Mobilization Orders.

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Scroll down to the **Other Authorized Expenses** Section

**These Expenses may only be authorized by the Order Issuing Authority**


Other Authorized Expenses				
*Authorized	Expense	Proposed Amount		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Add"/>	<input type="button" value="Delete"/>

If Other Authorized Expenses are authorized, Select the Magnifying glass in the Search Dialog Box . Enter the Misc Expense code (if already known), or a description to lookup a specific authorization.

Click on the **Lookup** to view a listing of available Authorized Expenses.

To add additional authorized expenses, click on the **Add** button. To remove expenses click on the **Delete** button. When selecting the delete button, the following window will display, click OK.

Microsoft Internet Explorer
 ✕


 Delete current/selected rows from this page? The delete will occur when the transaction is saved.

## Title 10 Reserve Mobilization


14

Scroll down to and Click the **Route For Approval** button.

The request can now be routed to the ISC for approval.

[Home](#) > [Administer Workforce](#) > [Track Global Assignments \(GBL\)](#) > [Use](#) > Reserve Orders


Approval Status:  Approval Recommendation:

Forward To:  


Email Address:

Approval Path:


Comments:

Field	Description
<b>Approval Status</b>	The <b>Approval Status</b> field is only active for ISC (pf) personnel. When the orders are ready to be approved ISC (pf) personnel will select <b>approved</b> from the drop down list. This approves the orders and generates the accounting date.
<b>Approval Recommendation</b>	The <b>Approval Recommendation</b> field is used for Supervisors/Command Users to note their recommendation.
<b>Forward To</b>	Enter the Employee ID of the SPO Supervisor or Technician who will be Working, Reviewing or Approving these orders. You can also click on the  button to look up an Employee ID.
<b>EMail Address</b>	Direct Access will send an E-mail to the Employee ID entered in the <b>Forward To</b> block above.
<b>Approval Path</b>	Leave as it. This field will show who the orders have been routed to.
<b>Comments</b>	Enter comments if desired.

Click the  button

Click the  **Save** button  
This will add the orders to the ISC Approver's Worklist.

## Title 10 Reserve Mobilization

1	<p><b><u><a href="#">Supervisor/Unit Approval</a></u></b></p> <p>The Supervisor will receive E-mail from <a href="mailto:PSOFT@hrsic.uscg.mil">PSOFT@hrsic.uscg.mil</a> with the subject of Order Approval Request. Click on the Link located in the E-mail to access the orders <b>OR</b> enter Direct Access through:</p> <p><a href="#">Home</a> &gt; <a href="#">Self Service</a> &gt; <a href="#">Manager</a> &gt; <a href="#">Tasks</a> &gt; <b>Create Reserve Orders</b></p> <p><a href="#">Home</a> &gt; <a href="#">Administer Workforce</a> &gt; <a href="#">Track Global Assignments (GBL)</a> &gt; <a href="#">Use</a> &gt; <b>Reserve Orders</b></p>
2	<p>Enter the Employee Id number of the member whose orders you wish to review then click the <b>Search</b> button. You can also search for an Employee Id using the  button.</p>
3	<p>At the <b>Search Results</b> Page, select the orders by clicking on them. The Orders will be in a "Proposed" status.</p>
4	<p>The Supervisor/Unit should make any changes or corrections as needed.</p> <p><b>Order Notes</b> may also be added or modified as needed. <b>Follow the procedures in ISC Procedures to add or modify notes.</b></p>
5	<p>When the Supervisor is satisfied the Order Request is accurate they will forward the orders to their servicing ISC (pf) for final approval. <b>Follow the procedures in Step 14 of Creating the Orders to route the orders.</b></p>

# Title 10 Reserve Mobilization

## ISC Procedures

**Introduction** This section provides the procedure for the ISC (fot/pf) staff to assign TONOs, add notes and approve orders.



**Direct Access generates the 71 type TONO for pay and allowances automatically when the ISC (pf) approves and saves the transaction. 11 and 13 type TONOs for travel are not system generated and must be either added to the orders as an amendment memo or included in the Notes field.**

**Accessing the Orders** The ISC approver can click on the email link, worklist link or navigate to [Home](#) > [Administer Workforce](#) > [Track Global Assignments \(GBL\)](#) > [Use](#) > **Reserve Orders**

**1** ISC (PF) must review all data for correctness before continuing.

**2** Scroll to the bottom of the page and click the **Order Notes** button.



**Orders issued in conjunction with mobilization shall specifically state that the member is on active duty in support of a contingency operation.**

- **Order Notes** are printed on the physical orders.
- All Order Notes are editable.
- Anyone may enter or edit order notes.
- Primarily to be used by SPO and ISC personnel.

[Home](#) > [Administer Workforce](#) > [Track Global Assignments \(GBL\)](#) > [Use](#) > **Reserve Orders**

**Order Notes**

EmplID:	Jennifer	Empl Rcd
		Nbr:
		Sequence: 1473836

**Order Notes** |< 1 of 1 >|

\*Order \*Sequence Number:

Note

☐ ☐ ☐


Print ☒

**Add** **Delete**

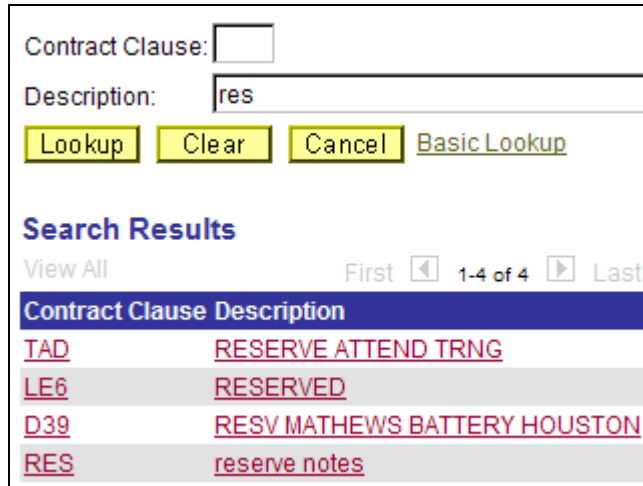
**OK** **Cancel**

## Title 10 Reserve Mobilization

2  
(cont)

Click the  button to search for order notes.

There are thousands of Order Notes/Contract Clauses. Performing a search using the Description field is the most efficient way to cut the number down. The below screen shows an example of a search performed using RES as a description. BLANK will bring up an empty order note.



Contract Clause:

Description:

[Basic Lookup](#)

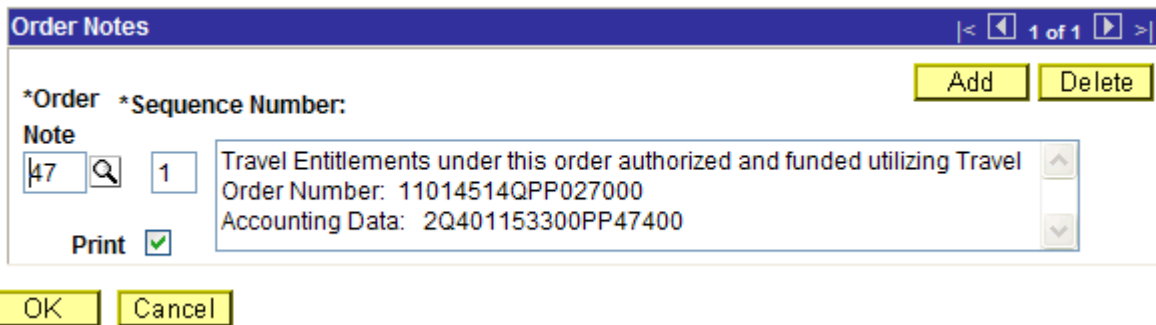
**Search Results**

View All First  1-4 of 4  Last

Contract Clause	Description
<a href="#">TAD</a>	<a href="#">RESERVE ATTEND TRNG</a>
<a href="#">LE6</a>	<a href="#">RESERVED</a>
<a href="#">D39</a>	<a href="#">RESV MATHEWS BATTERY HOUSTON</a>
<a href="#">RES</a>	<a href="#">reserve notes</a>



**Select a Blank order note. Use this empty field to document the issuance of the 11 or 13 type TONO.**



Order Notes |< ◀ 1 of 1 ▶ >|

\*Order \*Sequence Number:

Note

Travel Entitlements under this order authorized and funded utilizing Travel

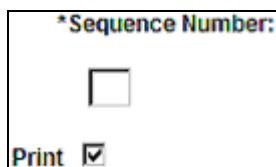
Order Number: 11014514QPP027000

Accounting Data: 2Q401153300PP47400

Print ☒

The Sequence Number is a required field. The number indicates the sequence that the notes will appear on the orders.

Click the Print check box if you want the notes to appear on the printed orders.







\*Sequence Number:

Print ☒

When done with the Order Notes click the  button.

## Title 10 Reserve Mobilization

3	<p>The three links at the bottom of the page, <a href="#">Member Info</a>, <a href="#">Travel (General)</a> and <a href="#">PSC Travel Information</a> are quick links to reference sites.</p> <p>The <span style="border: 1px solid black; padding: 2px;">Dependents Auth to Travel</span> button is not used for Mobilization Orders.</p>
4	<p>Click <span style="border: 1px solid black; padding: 2px;">Email Printable Order</span> if you would like to email yourself a copy of the orders in Adobe .pdf format. The orders will read <b>“Not Ready for Execution”</b> until the ISC approves them.</p>
5	<p> <b>Orders can now be approved and routed to the SPO to complete the <u>Actual Begin and End Dates</u>, and <u>Pay Entitlements</u>.</b></p>
6	<p>Click the Route for Approval button.</p>
7	<p>Set the Approval Status to “Approved”.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p><a href="#">Home</a> &gt; <a href="#">Administer Workforce</a> &gt; <a href="#">Track Global Assignments (GBL)</a> &gt; <a href="#">Use</a> &gt; Reserve Orders</p> <p>Approval Status: <span style="border: 1px solid black; padding: 2px;">Pending</span> Approval Recommendation: <span style="border: 1px solid black; padding: 2px; background-color: #800080; color: white;"> </span></p> <p>Forward To: <span style="border: 1px solid black; padding: 2px;"> </span> </p> <p>Email Address: <span style="border: 1px solid black; padding: 2px;"> </span></p> <p>Approval Path: <span style="border: 1px solid black; padding: 2px;">Davies,Geoffrey M. 2004-07-28 Pending;</span></p> <p>Comments: <span style="border: 1px solid black; padding: 2px;"> </span></p> <p><span style="border: 1px solid black; padding: 2px;">OK</span> <span style="border: 1px solid black; padding: 2px;">Cancel</span></p> </div> <p>Click the OK button.</p> <p>Note: You can use the “Forward To” field to enter the Employee ID number of the person at the SPO who will be completing the endorsements. This is optional. However, it is a good way to let the SPO know they have a reservist who will be reporting for duty soon.</p>
8	<p>Click the <span style="border: 1px solid black; padding: 2px;"> Save</span> Button</p> <p> <b>Once the transaction is approved and saved by ISC (pf) personnel a 71 document is automatically generated. Details of this TONO may be viewed by clicking the <span style="border: 1px solid black; padding: 2px;">TONO Accounting Data</span> button. Only the estimated cost field is editable.</b></p>



## Title 10 Reserve Mobilization

9

Under the Reserve Orders tab the **Order Status** will now indicate “**Ready**”.

*Order Status:	Ready
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Orders are now available to the SPO to complete the Actual Begin and End Dates, and Pay Entitlements.

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# Title 10 Reserve Mobilization

## SPO Procedures

**Introduction** This section provides the SPO with the procedure for completing the endorsement on orders transaction to begin the member's pay and allowances.




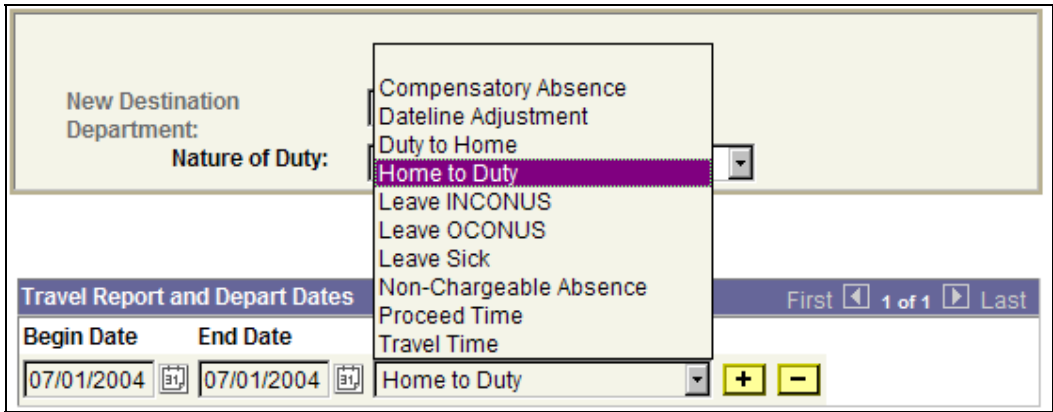


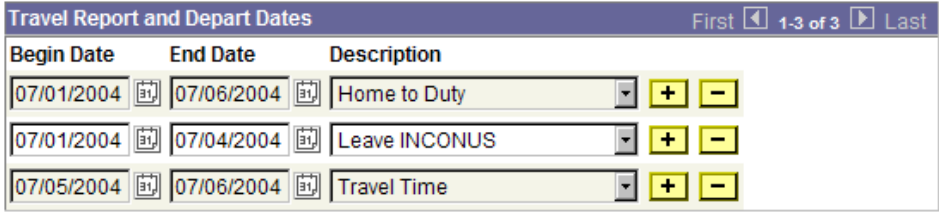

**Accessing the Orders** The SPO user can click on the email link, worklist if the ISC user entered their employee ID in the "Forward To" field on the approval panel. The orders can also be access using the following menu path:  
[Home](#) > [Administer Workforce](#) > [Track Global Assignments \(GBL\)](#) > [Use](#) > **Reserve Orders**

Step	Action																																						
1	<p>Click the <b>Record Arrive/Depart Info</b> tab.</p> <p>Most of the information on this screen is pre-filled based on the previously entered information.</p> <p><b>The required fields are the Begin and End Dates and the Travel Report and Depart Dates.</b></p> <div><p><b>Authorized Orders Info</b></p><table><tr><td>Order Begin Dt:</td><td>08/01/2004</td><td>Order End Dt:</td><td>07/28/2005</td><td>Sequence:</td><td>1473836</td></tr><tr><td>Authority (REF):</td><td>ALCOAST 402/01</td><td>Order Status:</td><td colspan="3">Ready for Member to Execute</td></tr><tr><td>Duty Type:</td><td colspan="5">Invol Active Duty, Title 10</td></tr><tr><td>Departing Department:</td><td colspan="5">000450 CG PSC</td></tr></table></div> <div><p><b>Actual Report and Depart Dates</b> View All First 1 of 1 Last</p><table><tr><td>Actual Duty Begin Dt:</td><td><input type="text"/></td><td>Actual Duty End Dt:</td><td><input type="text"/></td></tr><tr><td>Est Duty Begin Dt:</td><td>08/01/2004</td><td>Est Duty End Dt:</td><td>07/28/2005</td></tr></table><div><p>New Destination Department: <input type="text" value="000450"/> CG PSC</p><p>Nature of Duty: <input type="text" value="Duty"/></p></div></div> <div><p><b>Travel Report and Depart Dates</b> First 1 of 1 Last</p><table><thead><tr><th>Begin Date</th><th>End Date</th><th>Description</th></tr></thead><tbody><tr><td><input type="text" value="01/01/2004"/></td><td><input type="text" value="01/01/2004"/></td><td>Travel Time</td></tr></tbody></table></div>	Order Begin Dt:	08/01/2004	Order End Dt:	07/28/2005	Sequence:	1473836	Authority (REF):	ALCOAST 402/01	Order Status:	Ready for Member to Execute			Duty Type:	Invol Active Duty, Title 10					Departing Department:	000450 CG PSC					Actual Duty Begin Dt:	<input type="text"/>	Actual Duty End Dt:	<input type="text"/>	Est Duty Begin Dt:	08/01/2004	Est Duty End Dt:	07/28/2005	Begin Date	End Date	Description	<input type="text" value="01/01/2004"/>	<input type="text" value="01/01/2004"/>	Travel Time
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Begin Date	End Date	Description																																					
<input type="text" value="01/01/2004"/>	<input type="text" value="01/01/2004"/>	Travel Time																																					

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# Title 10 Reserve Mobilization


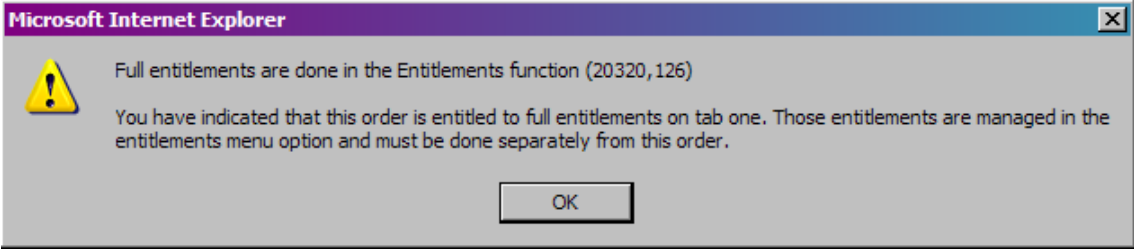
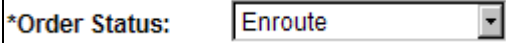

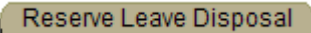
## SPO Procedures, Continued

Step	Action
2	<p>Complete these Actual dates even though the Actual Duty End Dt: may not have occurred. These dates may be completed in advance.</p> <p> <b>The Actual Duty Begin Date is the day the member leaves their home to report for duty.</b></p> <p>Actual Duty Begin Dt: <input type="text"/>  Actual Duty End Dt: <input type="text"/> </p>
3	<p>A mandatory entry in the Travel Report and Depart Dates field is <b>Home to Duty</b>. The Begin Date will be the same as the Actual Duty Begin Date.</p> <div data-bbox="305 663 1352 1071">  </div> <p>If Delay Enroute was authorized click the  button to add a new row.</p> <p> <b>The mandatory Home to Duty selection must always overlap all of the authorized delay Enroute (see below for an example). If there is no Delay Enroute the Home to Duty entry will be for one day. The Home to Duty begin date is the day the member left their home to report for duty.</b></p> <div data-bbox="362 1325 1295 1535">  </div> <p> There is no <b>Duty to Home</b> or <b>Travel Time</b> entries for Title 10 orders on the return days. This also applies to any Reserve Orders that have a duration of only one day.</p>

Continued on next page

# Title 10 Reserve Mobilization

## SPO Procedures, Continued

Step	Action
4	When complete click the  button. This creates the appropriate pay transaction.
5	<p>This pop-up is a reminder that entitlements must be completed separately under <a href="#">Home</a> &gt; <a href="#">Compensate Employees</a> &gt; <a href="#">Maintain Entitlements</a> &gt; <a href="#">Use</a> &gt; <b>Employee Entitlements</b></p>  <p>Reservists are entitled to BAH based upon their principal place of residence, and not the place to which ordered to duty. Personnel are not authorized BAH based upon the unit to which ordered to AD unless their primary place of residence is in that unit military housing area.</p>
6	<p>Under the Reserve Orders tab the Orders Status will now indicate.</p>  <p> <b>Title 10 Orders remain in an Enroute status for the duration of the member's mobilization period. There will be no need for further modifications to this document unless the mobilization date is extended. The RELAD document required at the end of the mobilization period will change the Order Status to Finished.</b></p>
7	<p>The  tab is not used for Title 10 Mobilizations. Accrued leave will be reconciled on the RELAD transaction.</p>
8	Go to <a href="#">Home</a> > <a href="#">Compensate Employees</a> > <a href="#">Maintain Entitlements</a> > <a href="#">Use</a> > <b>Employee Entitlements</b> to start the member's Pay Entitlements associated with the mobilization.

# Title 10 Reserve Mobilization

## Reserve FAQ

- ISC (pf) approves all Reserve Orders.
- Accounting is generated by the system and cannot be changed. Contact COMDT (G-WTR-3) if accounting lines are not being generated properly.
- Reserve Orders is separate from other processes that were once combined in SDA-II.
  - Accessing a reservist from boot camp requires both an accession and Reserve duty order.
  - PCS'ing a reservist for an EAD contract require both a PCS and Reserve duty order.
  - Switching a reservist from SELRES to IRR or any Reserve status to RET-2 will require a status change and MAY require a PCS, depending on the current permanent duty site of the reservist.
  -
- Does the reservist get an email when the order are authorized?
  - IF the ISC (PF) put an Emplid in the "route To" block,. That person will get an email. However, the link in the email is only accessible to SPO and ISC roles.
- Do not use the Reserve Orders module to: (a) change a Reservist's active duty orders from one type of active duty to Title 10 active duty; or (b) change a Reservists active duty orders from Extended Active Duty to another type of active duty. The user should: (a) use the Separations module to RELAD the member; then (b) use the Reserve Orders module to initiate new orders to active duty.
- If unable to extend Reserve Active Duty orders because the original orders are not present in Direct Access (due to the SDA-II to Direct Access conversion) send an e-mail to PSC (CC). CC will then request that PSC (ID) run a script to create the missing Reserve orders in Direct Access.
- Errors will occur in the Reserve Orders module if the Reservist does not have sufficient obligated service to cover the entire reserve period entered in Direct Access. Ensure any needed Obligated Serve requirement is completed in Direct Access before processing the Reserve Orders.